

- ☐ Development Variance Permit
- ☐ Temporary Commercial/ Industrial Permit
- ☐ Development Permit

Civic Address \_\_\_\_\_ PIN \_\_\_\_\_

Legal Description Lot \_\_\_\_\_ Block \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Plan \_\_\_\_\_

*The property described above is the subject of this application and is referred to herein as the 'subject property.' This application is made with my full knowledge and consent. I declare that the information submitted in support of the application is true and correct in all respects.*

Owner's Declaration

Name of Owner (print)	Signature of Owner	Date
Name of Owner (print)	Signature of Owner	Date

Owner's Contact Information

Address		City	
Email			Postal Code
Phone	Cell	Fax	

<b>Office Use Only</b>	Date	File No.
	Received By	Folio No.
	Receipt No.	Fees Paid: \$

**Agent**

**I hereby give permission to \_\_\_\_\_ to act as my/our agent in all matters relating to this application.**

*Only complete this section if the applicant is NOT the owner.*

Signature of Owner	Date
Signature of Owner	Date

*Agent's contact information and declaration*

Name of Agent		Company	
Address		City	
Email		Postal Code	
Phone	Cell	Fax	

**I declare that the information submitted in support of this application is true and correct in all respects.**

Signature of Agent	Date
--------------------	------

**Development Details**

Property Size \_\_\_\_\_ Present Zoning \_\_\_\_\_

Existing Use \_\_\_\_\_

Proposed Development \_\_\_\_\_

Proposed Variation / Supplement \_\_\_\_\_

(use separate sheet if necessary)

Reasons in Support of Application \_\_\_\_\_



**Riparian  
Areas  
Regulation**

Please indicate whether the development proposal involves residential, commercial, or including vegetation removal or alteration; soil disturbance; construction of buildings and structures; creation of impervious or semi-pervious surfaces; trails, roads, docks, wharves, bridges and, infrastructure and works of any kind – within:

yes  
☐

no  
☐

30 metres of the high water mark of any water body

yes  
☐

no  
☐

a ravine or within 30 metres of the top of a ravine bank

“Water body” includes; 1) a watercourse, whether it usually contains water or not; 2) a pond, lake, river, creek, or brook; 3) a ditch, spring, or wetland that is connected by surface flow to 1 or 2 above.

Under the *Riparian Areas Regulation* and the *Fish Protection Act*, a riparian area assessment report may be required before this application can be approved.

**Contaminated  
Sites Profile**

Pursuant to the *Environmental Management Act*, an applicant is required to submit a completed “Site Profile” for properties that are or were used for purposes indicated in Schedule 2 of the *Contaminated Sites Regulations*. Please indicate if:

yes  
☐

no  
☐

the property has been used for commercial or industrial purposes.

If you responded ‘yes,’ you may be required to submit a Site Profile. Please contact SAY Lands Office or the Ministry of Environment for further information.

**Archaeological  
Resources**

Are there archaeological sites or resources on the subject property?

yes  
☐

no  
☐

I don't know  
☐

If you responded ‘yes’ or ‘I don’t know’ you may be advised to contact the Archaeology Branch of the Ministry of Tourism, Sport and the Arts for further information.

## Required Information

When providing Application Forms to the applicant, SAY Lands Office shall indicate which of the following attachments are required for this application. **Additional information may also be required at a later date.**




	Required	Received	Details
<b>Location Map</b>			Showing the parcel (s) to which this application pertains and uses on adjacent parcels
<b>Site Plan</b>  At a scale of:  1: _____			Reduced sets of metric plans
			North arrow and scale
			Dimensions of property lines, rights-of-ways, easements
			Location and dimensions of existing buildings & setbacks to lot lines, rights-of-ways, easements
			Location and dimensions of proposed buildings & setbacks to lot lines, rights-of-ways, easements
			Location of all water features, including streams, wetlands, ponds, ditches, lakes on or adjacent to the property
			Location of all existing & proposed water lines, wells, septic fields, sanitary sewer & storm drain, including sizes
			Location, numbering & dimensions of all vehicle and bicycle parking, disabled persons' parking, vehicle stops & loading
			Natural & finished grades of site, at buildings & retaining walls
			Location of existing & proposed access, pathways
			Above ground services, equipment and exterior lighting details
			Location & dimensions of free-standing signs
			Storm water management infrastructure and impermeable surfaces
			Other:
<b>Floor Plans</b>			Uses of spaces & building dimensions
			Other:
<b>Landscape Plan</b>  Same scale as site plan			Location, quantity, size & species of existing & proposed plants, trees & turf
			Contour information ( _____ metre contour intervals)
			Major topographical features (water course, rocks, etc.)
			All screening, paving, retaining walls & other details
			Traffic circulation (pedestrian, automobile, etc.)
			Other:
<b>Reports</b>			Geotechnical Report
			Environmental Assessment
			Archaeological Assessment
			Other:

# Good Neighbour Practices

## Managing Construction and Development Impacts in Residential Neighbourhoods

Development and renewal of neighbourhoods can improve the vitality, value and appearance of SAY communities. Investment in neighbourhoods is generally good for everyone. However development and construction can create negative short term impacts for neighbours, such as noise, dust, odours and air quality impacts. Developers and builders can reduce their impacts by using good neighbour practices. Being a good neighbour makes good business sense, as responding to conflict can cause delays. Take action before problems arise.

### Be Neighbourly Checklist

Issue	What can you do?
<b>COMMUNICATION</b>	
	<p>Talk with your neighbours. Information and personal contact generally creates a more supportive and understanding perspective.</p> <ul style="list-style-type: none"><li>▪ Door visits and flyer/notices.</li><li>▪ Introduce your project.</li><li>▪ Provide your contact information.</li><li>▪ Share your timelines.</li><li>▪ Keep communication ongoing.</li></ul>
<b>SITE MANAGEMENT</b>	
	<p>Proactive site management can address the majority of neighbour impacts.</p> <ul style="list-style-type: none"><li>▪ Stay on your property - don't encroach your work site or cause destruction to neighbouring parcels.</li><li>▪ Manage your storm water onsite – don't cause drainage issues for your neighbours or damage the environment.</li><li>▪ Keep a clean worksite – collect &amp; manage waste regularly.</li><li>▪ Provide and maintain temporary toilets.</li><li>▪ Secure your site (eg. temporary fence) for safety and security reasons. Thefts and trespass can be a problem.</li></ul>
<b>OFF-SITE IMPACTS</b>	
	<ul style="list-style-type: none"><li>▪ Avoid noise and disturbances in evening hours and weekends. Quiet time is 10 pm – 6 am.</li><li>▪ DO NOT burn in residential areas. Use hauling and/or chipping.</li></ul>

## ROAD & SIDEWALK USE



- Construction or alteration works may require approval:
  - Roads - contact Ministry of Transportation and Infrastructure, ph. 604-795-8211
  - Sidewalks (Popkum) – contact FVRD Regional Parks, ph. 604-702-5000
- Don't block sidewalks, roads and driveways.
- Make arrangements for your parking needs onsite, or find temporary arrangements; ie. permission from nearby landowners to use their land, carpool, etc.
- Keep sidewalks and roads free of construction sediment and dirt.
- Regularly wash off vehicles before leaving site.
- Public roadways and sidewalks are not storage areas. Keep construction waste bins, materials, etc from using public roadways.

## PERMITS AND APPROVALS



Know the rules before you start your project; SAY Lands Office requirements and check your property title for restrictions (eg. covenants, easements, geotechnical restrictions, etc).

Obtain your FVRD approvals BEFORE starting construction or development.

Not sure which permits and approvals are needed? Contact the SAY Lands Office to find out.

- [www.saylandsoffice.ca](http://www.saylandsoffice.ca)
- 604-824-2432

## SIGNATURE AND ACKNOWLEDGEMENT

I will ensure development and construction at <address> \_\_\_\_\_ follows the SAY Lands Office Good Neighbour Practices.

Signature: \_\_\_\_\_